



**Alphard Group  
Job Description**

<b>Name</b>	Vacant	<b>Department</b>	Technical T&B
<b>Position</b>	Coordinator – Purchase & Crewing	<b>Location</b>	RAK, U.A.E

**Reporting to:** Dual Reporting (1) Crewing Head (2) Purchase Manager

**Job Role:**

Coordination and timely communication with Crewing and Purchase Team based in Mumbai to better organize and manage smooth flow of operations in UAE.

**Job Description:**

**Crewing Department Coordination:**

1. Single Point of Contact for all crew related activities on vessel's operating in the Persian Gulf.
2. Liaison with Charterers, Port Agents and local authorities for effecting smooth crew change
3. Proper co-ordination for crew certificate endorsements with Panama and St. Kitts Consulates in UAE
4. Segregation, reviewing, tracking and onward approvals of all crew related PDA's / FDA's and other Tax invoices received from various port agents (JKA, Clearwater, GAC, Worldwide Shipping, Seahorse, etc.)
5. Local assistance for onboard crew requiring medical advice / treatment
6. All necessary assistance to crew standing by in UAE for residence visa process
7. Any further co-ordination required / requested by Mumbai Office with regards to crew from time to time

**Purchase Department Coordination:**

1. Co-ordinate with Vendor, Port Agent and Charterer for delivering the Provision / stores supplies at various UAE ports.
2. Pick up arrangement / co-ordination for stores, spares etc. from local UAE vendors
3. Keep track of the material lying in Villa or at storage place and to provide daily report
4. Follow up with local vendor for timely submission of invoices.
5. Local purchasing of material, if any in case of emergency and same to be incorporated in PAL

**Educational Qualification:**

- Graduate in any discipline
- Proficient using MS applications
- Internal ERP training for Tug & Barge
- Total Experience: Minimum 1.5 years
- Languages required: English & Hindi (Read, write and speak). Arabic will be an added advantage

**I hereby acknowledge and accept the above stated job description and will comply with the same.**

**Employee Acceptance:** \_\_\_\_\_ **(Signature)**